



Leadership for Women®

TABLE OF CONTENTS

ABOUT THE AUTHORS: RANDY SLECHTA	vii
PAUL J. MEYER	ix
ACHIEVING MAXIMUM BENEFITS FROM LEADERSHIP FOR WOMEN®	xi
ACTION STEPS	xv
LESSON ONE: PERSONAL LEADERSHIP IS WHERE IT BEGINS	
To Know Yourself Is to Lead Others	1
The Untapped Potential of Women Leaders	2
The Rewards of Personal Leadership	3
A Leadership Philosophy that Works	4
The Journey to Successful Personal Leadership	5
<i>Woman of Distinction</i>	9
Margaret Whitman	
Action Steps	11
Participant's Feedback Sheet	
LESSON TWO: THE CHALLENGE OF CONDITIONING	
Redefining Women's Leadership Roles	1
A Great Time for Women	1
Challenging the Effects of Conditioning	2
Your Unlimited Potential to Succeed	3
Conditioning through One's Environment	5
Conditioned Self-Restrictions	6
Learning from Mistakes and Setbacks	7
Encouraging Others to Succeed	8
<i>Woman of Distinction</i>	9
Sadako Ogata	
Action Steps	11
Participant's Feedback Sheet	

LESSON THREE: BUILDING A POSITIVE SELF-IMAGE

The Importance of a Positive Self-Image.....	1
Self-Image and Leadership	2
Strengthening Your Self-Image	3
Enjoying the Freedom to Choose	4
Preparing for Leadership Opportunities	5
Living with Positive Expectancy	6
Attitude Is Everything!	7
<i>Woman of Distinction</i>	9
Oprah Winfrey	
Action Steps.....	11
Participant's Feedback Sheet	

LESSON FOUR: UNDERSTANDING MOTIVATION

Motivation and Needs.....	2
Understanding Our Basic Human Needs	3
Traditional Approaches to Motivation	5
The Power of Motivation through Attitude	6
Motivation and Your Meaning for Life	7
Commitment to a Single Purpose	8
Defining Your Personal Life's Mission.....	8
<i>Woman of Distinction</i>	11
Indira Gandhi	
Action Steps.....	13
Participant's Feedback Sheet	

LESSON FIVE: THE POWER OF GOAL SETTING

The Importance of Your Values	2
The Principles of Goal Setting	2
Five Steps to Successful Goal Setting	5
Step One: Crystallize Your Thinking	5
Step Two: Develop a Written Plan with Deadlines for Its Attainment	6
Step Three: Possess a Burning Desire	7
Step Four: Develop Supreme Confidence	8
Step Five: Keep an Iron-willed Determination	9
Goal Setting Helps Balance Family and Work	9
<i>Woman of Distinction</i>	11
Kazuyo Katsuma	
Action Steps.....	13
Participant's Feedback Sheet	

LESSON SIX: AFFIRMATION AND VISUALIZATION

The Power of Affirmation	1
Types of Affirmations	2
Why Affirmations Work	3
Guidelines for Writing Effective Affirmations.....	5
Visualization and Imagination	7
Visualization and Your Leadership Priorities	8
<i>Woman of Distinction</i>	11
Diana, Princess of Wales	
Action Steps.....	13
Participant's Feedback Sheet	

LESSON SEVEN: THE CHALLENGE OF LEADERSHIP

Integrating Personal Goals and Leadership	1
Planning for Group Accomplishment	1
Attitudes for Leading Others	2
Sharing Power with Team Members	4
The Art of Empowering Others.....	6
Delegating with a Purpose	6
Tracking Performance	8
Trust Earns Respect and Equals Productivity	10
<i>Woman of Distinction</i>	11
Condoleezza Rice	
Action Steps.....	13
Participant's Feedback Sheet	

LESSON EIGHT: TIME MANAGEMENT

Time Is Your Friend.....	1
Types of Time Problems.....	2
A Positive Time Program.....	2
Planning and Decision Making	3
Organizing Time	5
Managing Time	5
Controlling Your Time.....	7
<i>Woman of Distinction</i>	9
Marjorie Scardino	
Action Steps.....	11
Participant's Feedback Sheet	

LESSON NINE: COMMUNICATION AND PERSUASION

The Importance of Good Communication	1
Planning the Total Message	3

Breaking Down Psychosocial Barriers	4
Communicating Verbally	5
Communicating Via E-mail, Fax, and Memo.....	6
Using Your Power to Persuade	8
<i>Woman of Distinction</i>	11
Katharine Graham	
Action Steps.....	13
Participant's Feedback Sheet	

LESSON TEN: YOUR FINAL DESTINATION — PERSONAL FULFILLMENT AND LEADERSHIP SUCCESS!

Dreams Become Reality.....	1
Your Widening Circle of Success.....	2
The Rewards of Leadership	3
The Leadership Challenge	4
<i>Woman of Distinction</i>	7
Yue-Sai Kan	
Action Steps.....	9
Participant's Feedback Sheet	